

U.S. Mission *Dili*

VACANCY ANNOUNCEMENT NUMBER: FSN#2016/01

OPEN TO: *Current Employees of the Mission - All Agencies and/or U.S. Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs), or Members of Household (MOH) - All Agencies*

POSITION: *Ambassador Chauffeur*

OPENING DATE: *January 4, 2016*

CLOSING DATE: *January 17, 2016*

WORK HOURS: *Full-time, 40 hours/week*

SALARY: *Ordinarily Resident (OR): FSN-4*
Not-Ordinarily Resident (NOR): FP-AA
**Final grade/step for NORs will be determined by Washington.*

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in *Dili, Timor-Leste* is seeking eligible and qualified applicants for the position of Ambassador Chauffeur.

BASIC FUNCTION OF POSITION

Acts as primary chauffeur to the Ambassador for local and extended in-country trips. Operates armored vehicles to transport Chief of Mission and VIP guests. Operates a passenger motor vehicle in accordance with Motor Pool Supervisor/Dispatcher's instructions to transport embassy and/or associated agency personnel and official visitors within the city and surrounding area. Maintains vehicles in clean and serviceable condition. Performs minor maintenance of a preventative nature. Completes trip tickets and other daily vehicle records. Performs other duties as assigned by supervisor.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. EDUCATION: *Completion of secondary school is required.*

2. EXPERIENCE: *Three years of progressive experience as a professional chauffeur for executive-level personnel.*

3. LANGUAGE: *Level 2 (Limited Knowledge) Speaking/Reading/Writing of English is required. Level 3 (Good Working Knowledge) Speaking/Reading/Writing of Tetum is required. (This will be tested.)*

4. SKILLS AND ABILITIES: Customer service, basic automotive. Must have valid driver's license. (This will be tested.)

5. JOB KNOWLEDGE: *Familiarity with Dili road system, location of government offices and other major sites. Knowledge of districts outside of Dili. General knowledge of traffic rules and regulations.*

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website at <http://timor-leste.usembassy.gov> and/or by contacting the Human Resources Office Ligia Da Costa, Fax#+670-3313206.

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a Non-Sensitive security clearance.

HOW TO APPLY: Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, driving license etc.)

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

WHERE TO APPLY:

Human Resources Office	Ligia Da Costa
Mailing Address:	N/A
FAX Number:	N/A
E-mail Address:	DiliHR2@state.gov

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets all of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term "child" shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

NOTE FOR HR: EFMs are always employed on a Personal Services Agreement (PSA), generally considered Not-Ordinarily Resident (NOR), and are generally compensated under the FS or GS salary schedule, not under the LCP. Two Exceptions: (1) EFMs without a U.S. Social Security

Number are considered OR and are paid on the LCP; and (2) non-US citizen EFMs who are in the country of their birth/citizenship are considered OR and are paid on the LCP.

EFMs do not receive a hiring preference for positions advertised in the mission. However, if a position is advertised as “Open to: Current Employees of the Mission”, EFMs who are not currently employed in the mission are eligible to apply.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

NOTE FOR HR: USEFMs are always hired on a Personal Services Agreement (PSA).

USEFMs are generally considered Not-Ordinarily Resident (NOR) and are compensated under the FS or GS salary schedule, not under the LCP. Two Exceptions: (1) USEFMs residing at an ISMA location would be considered OR and would be compensated under the LCP. In this case, the USEFM would need to obtain his/her own residency and work permit as required by the host country. (2) Dual-national USEFMs who are in the country of their birth/citizenship may be considered OR and paid on the LCP depending on host country labor law.

ALL USEFMs receive a hiring preference for ALL positions advertised in the mission.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

NOTE FOR HR: AEFMs are hired on a Family Member Appointment (FMA) or a Temporary (TEMP) Appointment for DOS positions (with a few very minor exceptions). If the position is with a non-State agency, an AEFM may be hired on a Personal Services Agreement (PSA). If the position is with USAID, an AEFM may be hired on a Personal Services Contract (PSC) or on an FMA at USAID's discretion.

AEFMs are always considered Not-Ordinarily Resident (NOR) and are compensated under the FS or GS salary schedule, not under the LCP.

ALL AEFMs receive a hiring preference for ALL positions advertised in the mission.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

NOTE FOR HR: MOHs do not receive a hiring preference for positions advertised in the mission. However, if a position is advertised as "Open to: Current Employees of the Mission", MOHs who are not currently employed in the mission are eligible to apply.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

NOTE FOR HR: NORs may also include Members of Household (MOHs) who do NOT need a work and/or residency permit to legally work in the host country and who do NOT come under host country labor law. IMPORTANT: The fact that a MOH may be applying to work in the U.S. Mission

does NOT exempt him/her from obtaining the required work and residency permits to legally work in the host country if required by host country labor law.

NORs are compensated under the FS or GS salary schedule, not under the LCP.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

NOTE FOR HR: ORs also include non-U.S. Citizen EFMs residing in their country of birth/citizenship. ORs may also include dual-national USEFMs currently residing in their country of birth/citizenship depending on host country labor law.

ORs also include Members of Household (MOHs) who DO need a work and/or residency permit to legally work in the host country. **IMPORTANT:** The fact that a MOH may be applying to work in the mission does NOT exempt him/her from obtaining the required work and residency permits to legally work in the host country if required by host country labor law.

ORs also include EFMs without a U.S. Social Security Number.

ORs (including U.S. citizen ORs) are compensated in accordance with the Local Compensation Plan (LCP). U.S. citizen ORs are entitled to a U.S. minimum wage supplement if their local salary does not meet the current U.S. minimum wage.)